

**PORT & HARBOR COMMISSION
REGULAR MEETING
Saturday, July 16, 2011 @ 09:00 am
P-12 City Council Chambers**

MINUTES

CALL TO ORDER

Marilyn Heddell called the meeting to order at 09:01 am with Pledge of Allegiance.

ROLL CALL

Dave Goldstein	Seat A	P
Marilynn Heddell	Seat B	P
Brad Von Wichman	Seat C	A
Gerald Protzman	Seat D	P
RC Collin	Seat E	A
Larry Bussman	Seat F	A
Charlie Eldridge	Seat G	P

MOTION: Jerry Protzman made a motion to excuse Brad VonWichman and RC Collin and Larry Bussman from today's meeting.

SECOND: David Goldstien seconded the motion.

Dave Goldstien Y Marilyn Heddell Y Brad VonWichman Q Jerry Proztman Y RC Collin Q Larry Bussman Q Charlie Eldridge Y

VOTE: Unanimous

APPROVAL OF AGENDA

MOTION: Jerry Proztman made a motion to approve the regular meeting agenda of July 16, 2011 as written.

SECOND: Charlie Eldridge seconded the motion

Dave Goldstein Y Marilyn Heddell Y Brad VonWichman Q Jerry Proztman Y RC Collin Q Larry Bussman Q Charlie Eldridge Y

VOTE: The Vote passed unanimously

APPROVAL OF MINUTES

MOTION: David Goldstein made the motion to approve the minutes of May 21, 2011 as written

SECOND: Jerry Protzman seconded the motion.

VOTE:

Dave Goldstein Y Marilyn Heddell Y Brad VonWichman Q Jerry Proztman Y RC Collin Q Larry Bussman Q Charlie Eldridge Y

DISCUSSION:

Charlie Eldridge stated that “ it is very nice to receive the minutes ahead of time and that the minutes of the Port & Harbor meetings are completed on time. With the City Council minutes being 16 or more meetings behind, it is difficult to keep track of what is happening.”

David Goldstein agreed and stated that the minutes of the Port & Harbor meeting are some of the best minutes that have come out of the City offices in many years. He appreciates that the minutes are timely, accurate and complete. “If the City Council minutes were anywhere near as timely and efficient as these minutes we would all be a lot better off.”

ADMINISTRATIVE REPORTS

a. City Manager Report

City Manager Robert Prunella is absent from today’s meeting and did not provide a report. Bob did provide a map of the harbor that entails a draft of phase II preliminary layout that will be discussed in the Harbor Masters report.

b. Harbor Master Report

- The Harbor Rebuild Phase I – the Contractors cleared materials and equipment from the Harbor area mid-June. Removed the barge and tug early July.
- The Harbor Master appreciated the recent rain; it lightly watered the newly seeded grass every three to four days, which has produced a very nice lawn. The Fire Dept. assisted during a dry spell by testing fire hydrants and watering the grass.
- Puffin Electric has installed 30 new electric meters on A, B and C floats; which does replace most. They offer each customer either 30 or 50 amp outlets. Numbers have been purchased for the new meters and will be applied as weather permits.
- The move from the temporary office at the Inn in late June during the busy season, along with lean staffing and the longer business hours has resulted in the Harbor falling behind in posting payments to accounts. This delays statement mailing. The Harbor asks for everyone’s patience. To help in the future to process payments in a timely manner, Sue has received costs for a combination credit card, electronic check scanner machine. While it will increase the cost of doing business, it will also speed up the deposits getting to the bank, benefiting both our customers and our business. These extra costs need to be approved before they go into affect.
- The Harbor has three parking attendants on staff. They take care of maintaining and cleaning the public restrooms, policing and monitoring the Harbor grounds as well as monitoring and providing traffic control at the launch ramps. The Parking Attendants also help patrol Smitty’s Cove and the Head of Passage Canal. Signs are being ordered for the new areas.
- If the City Ordinances allow, camping areas in the flat areas at the Head of Passage Canal, (not the paved parking lot) will be created and an “Iron Attendant” will be installed to collect money.

- A replacement drop box has been installed at Smitty's Cove.
- Cooperative agreements between the City and ADF&G for funding of the launch ramp and the new "W" Dock outline the priorities of the ramp and the dock use. While the use is to be primarily for recreational and sport fishers, we at the Harbor continue to manage the Whittier Boat Harbor according the one restriction placed on the Harbor by the Alaska Dept. of Transportation during the transfer from the State to the City of Whittier, which is to manage the harbor as a public use facility on a fair and equitable basis; to include sport fishers, charters and commercial fishers. To accommodate management of the East Launch Ramp of the harbor facilities, the harbor department has implemented an operations schedule change. We have expanded the working hours to: Monday through Thursday 7:00 am – 8:00 pm, Friday through Sunday 7:00 am to 9:00 pm. This schedule started on Saturday, July 9, 2011 and was welcomed by all users of the harbor. We also have increased vigilance of use of the launch ramps and are encouraging commercial fishing vessels to load and off-load their nets from our City Dock Facilities or trailer their vessels to load their nets.

NEW BUSINESS

a. Recap of June 7th Workshop

Tabled to next meeting when City Manager is present.

b. Harbor Maintenance Repairs Update

Sue Miller stated that new electric units are in the process of being installed. There are several severely damaged fingers that need cement patch work. When our Harbor Master has a chance to review the budget, these repairs will be scheduled.

Sue has not assigned slips yet for the year. She recently found out that the new dock cannot be used for permanent birth holders; they must remain transient. They are currently being used to offset the pressure of commercial fishing vessels and for recreation boaters.

Emergency repairs of the freeze damage are complete upstairs. They only have cold water and one flushing toilet at this time. Sue has not yet received the scope of work for the downstairs repair. All but \$5000.00 will be covered by insurance.

c. Update on Parking Lot

The parking lot at the head of the bay is complete, as well as the restrooms. Harbor crews are responsible for maintaining and cleaning the restrooms.

d. Update on Kayak Launching

Kayakers are launching from the East Launch Ramp and at Smitty's Cove successfully. Sue is not sure if the launching issues are resolved yet or if they are launching from the west end of the harbor. Harbor staffs are maintaining the pay drop boxes.

Charlie Eldridge made the request that signage be erected at Smitty's Cove.

OLD BUSINESS

a. Status of "Tradition" and Smitty's Cove.

Table to next meeting when City Manager is present.

b. Wash Down Station

The Wash Down Station is up and running. It includes speed bumps with two hoses on reels with spray nozzels. Vehicles are driving over the equipment; they have already gone through one hose and several spray nozzles. Respect of equipment by consumers would be appreciated.

c. Harbor Renovation and Tractor Launch

Tabled

d. Status of Phase II Harbor Rebuild Project

Discussed in the Harbor Master's Report

e. Condition of Salmon Run I

Charlie Eldridge said that he heard that the new steps and docks will be built at the end of this season.

CITIZENS COMMENTS

Pete Heddell was approached by a visitor at the launch ramp stating that they were unable to put money in the drop box because it was plugged. Pete checked it and confirmed that it was so full that no more money would fit. Sue said that staffs are checking the box daily now.

Pete said that in slip C-24, there is a 24 foot aluminum vessel that is poorly tied. He has seen the same boat come and go. If this is a transient vessel, Pete suggested that the Harbor Master direct the owner to use a smaller slip and keep C-24 open for larger boat revenue. Sue will look into this.

COMMISSION COMMENTS

David commended harbor staff in the recent improvement of traffic handling on the East Ramp. He stated that he is very pleased with the improvement and asked the Harbor Master to pass his appreciation on to staff. The lanes of traffic for boats pulling and for launching are moving more efficiently and it appears as though staffs are doing a superb job of handling the traffic. He is also pleased that the cash handling procedures will be improved as he noticed that checks that he has written to the harbor were sitting un-cashed for about a month.

The Commission made several requests of the Harbor Master to continue to improve the overall appearance and operation of the harbor area:

- Improvement to the security in the harbor with an upgrade to visual security.
- Imposition of fines to violators of the harbor rules such as no-wake, dog handling, clean up after pets and trash in the harbor area.
- Clean up of the Hobo Bay property. This property has deteriorated over the years and now is worse than ever with the appearance that it is a dumping ground for garbage. Most recently a truck was parked on the property.
- New paint on the Harbor Master's Office.

Sue Miller responded to the requests stating that she is planning to speak with the owner of Hobo Bay to give the owner a chance to clean up the property before imposing fines. She will also speak with Public Safety about what ordinances apply to these violations and where they are at with the project of upgrading the cameras. Sue will look into the cost of additional signage. Paint is already purchased for the Harbor Master's Office. Sue will schedule the time to start the project. She has already purchased the Mutt Mitts and will direct the harbor staff to get them hung up. Sue will add a courtesy letter from

the Harbor Master to the packet of fishing opener information that is given to boaters/fishers that includes these rules.

NEXT MEETING AGENDA ITEMS

Nothing new to add at this time.

NEXT MEETING ATTENDANCE PLANS

Saturday, August 20, 2011 9:00 am

ADJOURNMENT

MOTION: Dave Goldstein made the motion to adjourn the meeting.

SECOND: Jerald Protzman seconded the motion.

VOTE: Unanimous

Dave Goldstein _Y_ Marilyn Heddell_Y_ Brad VonWichman_O _Jerry Proztman_Y __ RC Collin_O _ Larry Bussman_O _ Charlie Eldridge_Y _

Meeting adjourned at 9:38 a.m.

Attest:

Teresa Wilson
Commission Clerk

Marilyn Heddell
Port & Harbor Commission Chairperson